

Dear Grade 7's -

First of all, I want to wish a Kol HaKavod to 7A for completing their allocations today. You guys did a great job and I know the same will be true for 7B when we finish on Friday morning. We will need to be super efficient, but I think we can do it!!

I wanted to bring all of your attention to things in preparation for the Ceremony of Giving. I explained some of these to 7A when we finished allocations, but it would be good for the 7B students to know about them and start to take care of them as well.

A) CONFIRM TWO THINGS WITH YOUR AGENCIES:

- 1) What is the agency's exact name that needs to be printed on their allocations' cheque? It needs to be right or they will not be able to cash it.
- 2) Confirm their attendance at the Ceremony of Giving on Tuesday, June 5th at 1:30 AND know exactly who is attending. You will need the name(s) for your speech and other things.

If your agency is out of town and does not have a representative in Vancouver who will be attending the ceremony, an agency representative has two options:

- 1) Record a video that will be shown at the Ceremony
- 2) Send a letter that can be read

Whatever they send should be an expression of their reactions to have been selected by you and what the money donated to them will go to do. Also, THEY GET ONE MINUTE!!! So, make sure you tell them to keep it brief, as we are on a tight time schedule.

B) ITEM FOR THE SLIDESHOW TO BE SHOWN AT THE CEREMONY

- 1) A photo of you with either your trifold board or a banner with the name and logo of your agency will be showing as you speak at the Ceremony. Jennifer will take this photo, but you need to decide if you want to be shot with the board or the banner. We will schedule a time for the photos with Jennifer so you know what day and time it will be.

C) ENVELOPE FOR YOUR AGENCY'S ALLOCATION CHEQUE

If your agency will be represented at the Ceremony, you will be giving them an envelope with a cheque inside. Instead of just giving them a plain envelope, students always decorate the envelope with the theme colors, logo...etc of the agency.

If your agency will not be in attendance, you will need a properly addressed envelope prepared for the cheque. You will need to get the address from your agency representative or the website.

D) RESERVED SEATING SIGNS FOR CHAIRS AT THE CEREMONY

You will be sitting with your agency representatives at the Ceremony in assigned seats. You will need to make the signs for the seats. You need to make enough for you and your reps. So, if there are two of you and two reps, you need four signs! We will establish the seating plan at the ceremony rehearsal.

E) We will give you time to get all of things done, but I wanted you to have a written list of everything with clear explanations so you know what is expected of you. This is a busy time, we know, but this Ceremony is a milestone of our school year and takes a great deal of preparation and planning. We know that you will all do us proud there!

One last thing...You will also need to write your speech. Miss Davey and I will give you exact instructions of the format to follow and a deadline! Be ready for that for next week on Wednesday.